

HINTS AND TIPS

HSO LOCATIONS

Panzer Kaserne (Welcome Center) Bldg 2913
DSN 431-2230 CIV: 07031-15-2230
Mon - Wed ,Fri 0730-1700 Thurs 0930-1700

Robinson Barracks: Bldg 209
DSN 420-7153 CIV: 0711-819-7153
Mon - Wed ,Fri 0730-1700 Thurs 1230-1700

Kelley Barracks: Bldg 3312
DSN 421-2621 or 2642 CIV 0711-729-2621/2642
Mon - Wed ,Fri 0730-1700 Thurs 1230-1700

UNACCOMPANIED HSO AND FSBI

Kelley Barracks: Bldg 3318, Room 206
DSN 421-6182 or 6183 CIV 0711-729- 6182 or 6183
Mon - Fri 0730-1700

GOOD WEBSITES TO VISIT

USAG STUTTGART

<http://www.stuttgart.army.mil/sites/local/>

For Phone Directory for USAG-Stuttgart: Click on "Phonebook" located immediately under the website title page, in the black field. There are separate tabs for each post, i.e. Patch, Kelley, etc.

STUTTGART HSO / OFF-POST HOUSING

<http://oph-stuttgart.net>

OTHER COOL WEBSITES

<http://www.stgt.com/stuttgart/homee.htm>

http://www.germany-tourism.de/ENG/culture_and_events/60.htm

<http://www.firework.rhine-river.com/ruedesheim/index.html>

FINANCE OFFICES



Patch Barracks
Building 2525
DSN 430-8324 or 7103
0711-680-8324 or 7103



Panzer Kaserne
Building 2901
DSN 431-2921
07031-15-2921



Patch Barracks
Building 2308
DSN 430-5603
0711-680-5603



Panzer Kaserne
Building 2308
DSN 431-8208
07031-15-8208



CPAC Panzer Kaserne
DSN 431-3124
07031-15-3124



USAG STUTTGART MILITARY HOUSING OFFICE



THINGS YOU NEED TO KNOW

HOUSING SERVICES OFFICE (HSO)
GARRISON HOUSING OFFICE
PANZER BARRACKS
BUILDING 2913 - SECOND FLOOR

Phone:
DSN 431- 2230
COM: 07031 -152230
Fax:
DSN: 431 - 2663
COM: 07031 - 152663

Welcome to Stuttgart!

INBOUND PERSONNEL

On - Post Hotels

Swabian Inn - Patch Barracks

DSN: 430 - 7181

COM: 0711 - 67840

Kelley Hotel - Kelley Barracks

DSN: 421 - 2815

COM: 0711 - 907260

Hilltop - Robinson Barracks

DSN: 420 - 7038

COM: 0711 - 8197038

HOTEL RESERVATIONS FOR ACCOMPANIED SERVICE MEMBERS:

To contact Army Lodging Information

<http://www.stuttgart.army.mil/sites/local/>

Click on "Relocation Services" (website: far left margin)
Select "Army Lodging" Make reservations by phone or email as per this website.

A list of off-post hotels is available at the Housing front desk. Keep in mind that you need a Certificate of Non-Availability (CNA) from one of the on-post hotels before you can move into an off-post hotel. CNA number is needed to claim TLA.

TEMPORARY LODGING ALLOWANCE (TLA)

- ⇒ E01-E06 Unaccompanied or with Deferred Family Travel are Barracks Requirements. Check with your unit for available barracks space.
- ⇒ Unaccompanied E07 and above and Officers report to Unaccompanied Personnel Housing Office.

- ⇒ Accompanied Personnel report to HSO.

TLA Maximum of 60 days*

File in 10 days increments

⇒ If you do not have a housing prospect at TLA Day 30, please discuss your options with a housing counselor; 60 days of TLA can not be exceeded without an approved Exception to Policy (ETP). ETP must be requested in advance through the Housing Office. Processing time is approximately 10 days. A copy of your orders is required when you file your claim.

TQSA - DOD CIVILIANS

- ⇒ DoD Civilians and DODDS Personnel need to contact the servicing CPAC or Personnel Office for details.

GETTING SETTLED

THE HSO WILL HELP YOU FIND A HOME

ON POST HOUSING

We make every effort to house you and your family on one of our four housing posts, Robinson Barracks, Patch Barracks, Panzer Kaserne, or Kelley Barracks or in off-post housing.

- ⇒ Complete and sign Housing Application. Make sure your contact information is up to date
- ⇒ See a HSO counselor for your housing options, estimated on post housing availability date or provide Certificate of Non-availability and information on Off-post housing location and contract services

OFF POST HOUSING

- ⇒ Receive a Certificate of Non Availability from a HSO counselor and a briefing on locating off-post housing
- ⇒ HSO negotiates with landlords, provides bi-lingual contracts, performs contract reviews, and provides assistance throughout the lease period.
- ⇒ Schedule a contract review appointment with HSO before you sign a contract

AVAILABLE OFF-POST SERVICES

ASPEN CONSULTING LLC provides the following services free of charge:

- ⇒ Locate off-post housing
- ⇒ Provide details of housing listed
- ⇒ Scheduling viewing appointments for you with the landlord
- ⇒ Transportation to and from viewing appointments
- ⇒ Verbal Translations, as needed
- ⇒ Assignment and Termination Inspections with completion of "Premises Condition and Inventory Report"
- ⇒ HSO Stuttgart Website: <http://oph-stuttgart.net/>
- ⇒ GPS available if you have transportation and prefer to drive

MOVE IN HOUSING ALLOWANCE

(MIHA)

REALTORS FEE

- ⇒ Realtor Fee (Makler & Immobilien Provision) is authorized for all Military Personnel, subject to prior coordination with HSO.
- ⇒ DOD Civilians and DODDS Personnel need to contact the servicing CPAC or Personnel Office for details.

REDECORATION FEE

- ⇒ Paid on move in. Is a part of the Military Rental Contract
- ⇒ Is authorized for all Military Personnel
- ⇒ Only one Redecoration Fee is authorized per duty station.
- ⇒ HSO will prepare required finance documents (TLA, OHA, MIHA) for Active Duty Military Personnel's signature and submission to appropriate finance office
- ⇒ DoD Civilians and DODDS Personnel need to contact the servicing CPAC or Personnel Office for details.



OUTBOUND PERSONNEL

TLA

- ⇒ Outbound TLA for On-Post = 3 days
- ⇒ Outbound TLA for Off-Post = 10 days